

Effective Date: July 12, 1992

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CHIEF EXAMINER, CREDIT UNIONS

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to a present and future professional position located within the Office of the Commissioner of Credit Unions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of the position that currently exists, or that results from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification specification encompasses a professional position located within the Office of the Commissioner of Credit Unions. The position allocated to this classification administers and manages a comprehensive examination program and meets the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13). The position in this classification is responsible for directing, coordinating and administering a comprehensive examination program for determining and preserving the solvency of Wisconsin Credit Unions, protecting the interests of shareholders and determining compliance with Statutes, Orders, by-laws and accepted operating procedures.

C. Exclusions

Excluded from this series are the following types of positions:

1. Supervisory and management positions located outside of the Office of the Commissioner of Credit Unions and positions which do not supervise or manage Credit Union examination-related programs.
2. Positions which do not meet the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Classification

Employees typically enter this classification by competitive examination.

E. Classification Factors

Individual position allocations are based upon the ten Wisconsin Quantitative Evaluation System (WQES) factors: Knowledge; Discretion; Complexity; Effect of Actions; Consequence of Error; Personal Contacts; Physical Effort; Surroundings; Hazards; and Leadwork/Supervisory Responsibilities. Please refer to the WQES Master Guidecharts for explanations of each of these factors and their corresponding levels.

F. How To Use This Classification Specification

This classification specification is used to classify a professional position as described under Section B of this classification specification. In most instances, the position included in this specification will be clearly identified by the classification definition which follows below in Section II. However, a position may evolve or be created that is not specifically defined by one of the classification definitions. In classifying this position, it would be necessary to compare it to the classification definition based on the factors described in Section I of the classification specification.

II. DEFINITION

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This is highly responsible administrative and managerial work in the Office of the Commissioner of Credit Unions. The position allocated to this classification is responsible for directing, coordinating and administering a comprehensive examination program for determining and preserving the solvency of Wisconsin Credit Unions; protecting the interests and equity of their member shareholders; and determining their compliance with the Statutes, Commissioner's Orders, their by-laws and accepted operating procedures. This position supervises the work of the examiner staff and acts as the liaison with the National Credit Union Administration. The work is performed under the general supervision of the Commissioner of Credit Unions.

Examples of Work Performed:

Directs and coordinates the examination program to ensure the agency goals are met.

Designs in-house training programs and determines needs for extra-curricular training.

Designs examination program which includes developing computer programs, enhancing examining techniques and revising examination procedures.

Acts as the liaison with the National Credit Union Association regarding mergers, depository insurance matters and problem credit unions.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.